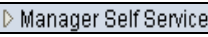
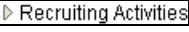
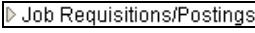

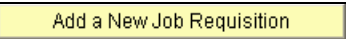








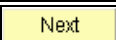
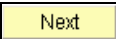
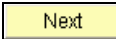
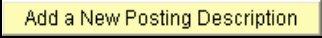


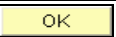
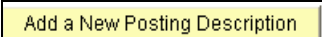

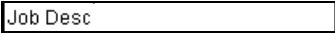
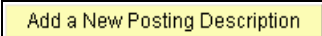
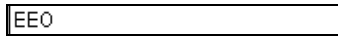
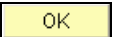


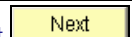
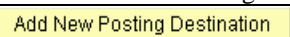




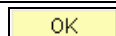
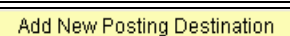
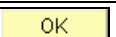
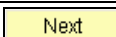
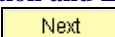
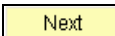





This quickstep guide is designed to provide experienced Hiring Managers a useful tool for creating job requisitions, monitoring applicant activities, and selecting applicants to fill vacant positions. This guide does not cover every action a Hiring Manager may perform. For a complete instructional tool use the eRecruit for Hiring Managers Manual.

To obtain a copy of this manual visit our website at <http://www.in.gov/jobs/training&development/trainman.html>

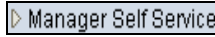
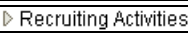
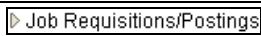


Add a New Requisition

1.	Entering a new requisition is a ten (10) -page process. Each page is noted by a circle (bubble) with the page number in the center at the top of each page. Click on the numbered bubbles to jump from page to page...
2.	Click the Manager Self Service  link.
3.	Click the Recruiting Activities  link.
4.	Click the Job Requisitions/Postings  link.
5.	Click the Job Requisitions  link.
6.	Click the Add a New Job Requisition  button. Note: Existing Job Requisitions may be reviewed by clicking on the posting number.
7.	Click the Template Name  list.
8.	Select State of Indiana from the list. 
9.	Click the Continue  button.
10.	Page # 1 displays information about the vacant position. Click in the Position Number  field.
11.	Enter the vacant position number into the Position Number field and press [Tab] .
12.	Click the Reason  list.
13.	Select a value from the list. Enter Job/Position Vacated. 
14.	Click the Add Name of Person Being Replaced  button. (This step is optional). Click in the Person being replaced field. Enter the desired information into the Person being replaced field. Be sure to type the name using the PeopleSoft format: last name,first name. Press [Tab] . Click the Next  button
15.	Page # 2 contains authorization information. Click in the Authorized By field and enter your agency's authorizer into the Authorized By field.
16.	Click in the Recruiter field and enter the your agency's Recruiter.
17.	Click the Next  button.
18.	Page # 3 allows you to edit/add information concerning the minimum qualifications of the position. Review items selected on this page. Important: Do not make items on this page mandatory.
19.	Click the Next  button.
20.	Page # 4 allows you to add/edit the desired competencies for the position. Leave the Desired Competencies page for the Recruiter. Click the Next  button.
21.	Page # 5 allows you to add/edit information on how the position will appear to the applicants. Enter the working title of the position into the Posting Title field.
22.	Click the Add a New Posting Description  button.

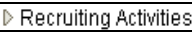


23.	Click the *Description Type  list.
24.	Select Quals from the list. The minimum qualifications will be self-populated in the description field. 
25.	Click the OK  button.
26.	Click the Add a New Posting Description  button.
27.	Click the *Description Type  list.
28.	Select Job Desc from the list. 
29.	Enter the desired information into the Description field.
30.	Click the Add a New Posting Description  button.
31.	Select EEO from the list. 
32.	Click the Description ID list, select SOI EEO Statement from the list, and Click the OK  button.
33.	Click the Visible list for the Quals Description Type and select the appropriate value. Note: External Only will display the requisition to External Applicants exclusively. Internal Only will display the requisition to Internal Applicants exclusively. Selecting Internal and External will display the posting to all Applicants.
34.	Click the Visible list for the Job Desc Description Type and select the appropriate value from the list.
35.	Click the Visible list for the EEO Description Type and select the appropriate value from the list.
36.	Click the Preview Entire Posting  button.
37.	Click the Return (Esc)  button.
38.	Click the Next  button.
39.	Page # 6 allows you to add/edit information concerning how and when your position will post to the job bank. Click the Add New Posting Destination  button.
40.	Click the *Posting Type  list. You will always select External or Internal Posting only. If you desire to have your posting depicted with a flame, contact your agency Recruiter.
41.	Click the Posting Medium  list. The posting medium will always be Internet.
42.	Highlight the value in the Required Open Date field and press the Delete key to remove the value. Click the Relative Open Date  list and select the appropriate entry.
43.	Click in the Posting Duration (Days)  field. Enter the number of days the posting should appear on the Job Bank into the Posting Duration (Days) field
44.	Click the OK  button. Click the Add New Posting Destination  button. Repeat steps 39 through 44 to add an additional posting destination (External or Internal posting).
45.	Click the OK  button. Click the Next  button.
46.	Page # 7 allows you to add the Education and Experience required for the position. Leave this page for your agency Recruiter to complete. Click the Next  button.
47.	Page # 8 allows you to add Screening Questions to your Job Requisition. Leave this page for your agency recruiter to complete. Click the Next  button.

48.	Page # 9 is a complete review of the job requisition you just created. Selecting any of the blue hyperlinks will return you to that page of the requisition. Scroll to the bottom of the page. Click the Next  button.
49.	Page # 10 allows you to submit your requisition for approval. Click the Submit for Approval  button.
50.	Click the OK  button. Congratulations! You have successfully entered a new job requisition. End of Procedure

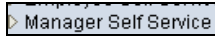








Review Requisition Status

1.	Click the Manager Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Job Requisitions/Postings  link.
4.	Click the Review Requisition Status  link.
5.	Enter the requisition number into the Job Requisition field.
6.	Click the Search (Alt+1)  button.
7.	The Job Requisition Status History allows the user to see how many applicants have applied for the position, number of applicants screened, number of applicants routed to the manager for consideration, and status of the requisition. End of Procedure.

Maintain Requisition Activity

1.	Click the Recruiting Activities  link.
2.	Click the Recruiting Activities Home  link.
3.	Click the Maintain Requisition Activity  link.
4.	Select a requisition to view.
5.	Use this page to view the status of applicants tied to a requisition. Routing, interview and offer information is also provided. End of Procedure

Select Applicant for Interview

1.	Click the Manager Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Recruiting Activities Home  link.
4.	Click the Select Applicants for Interview  link.
5.	Click the Select Applicants  link to view all candidates routed from the recruiter.
6.	Click the Applicant ID Link  link. The Hiring Manager can review information about the applicant from this page. When complete, click the Return  link.
7.	Click the Yes  link in the Concurrent Application column to view other requisitions for which the applicant has submitted their application. When complete, click the Return to List of Applicants  link.




8.	Click the Response <input type="text"/> list to note if the candidate should be interviewed.
9.	Click the Save <input type="button" value="Save"/> button and then click the OK button. End of Procedure

Schedule Interview

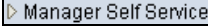








1.	Click the Manager Self Service <input type="button" value="Manager Self Service"/> link.
2.	Click the Recruiting Activities <input type="button" value="Recruiting Activities"/> link.
3.	Click the Recruiting Activities Home <input type="button" value="Recruiting Activities Home"/> link.
4.	Click the Schedule Interview <input type="button" value="Schedule Interview"/> link.
5.	Click the Schedule Interview <input type="button" value="Schedule Interview"/> link for the appropriate requisition.
6.	Click in the Interview Date <input type="text"/> field and enter the date of the interview into the Interview Date field.
7.	Click in the Interview Start Time <input type="text"/> field and enter the start time into the field.
8.	Enter the end time for the interview into the Interview End Time field.
9.	Select the correct Interview Level . <input type="text" value="Inhouse1"/>
10.	Click in the Location <input type="text"/> field and enter the appropriate location.
11.	Click the Notify Interview Team <input checked="" type="checkbox"/> Notify Interview Team option.
12.	Repeat steps 6 through 11 for each applicant.
13.	Click the Save <input type="button" value="Save"/> button.
14.	Click the OK <input type="button" value="OK"/> button. End of Procedure

Create Interview Evaluation

1.	Click the Manager Self Service <input type="button" value="Manager Self Service"/> link.
2.	Click the Recruiting Activities <input type="button" value="Recruiting Activities"/> link.
3.	Click the Recruiting Activities Home <input type="button" value="Recruiting Activities Home"/> link.
4.	Click the Create Interview Evaluations <input type="button" value="Create Interview Evaluations"/> link.
5.	Click on the applicant's name. Hiring Managers will be required to complete an interview evaluation on each candidate they interview. Each candidate will be evaluated on the ten core performance standards (Communication Skills, Education & Training, Work Experience, Technical Skills, Teamwork/Leadership, Initiative, Customer Service, Planning & Organizing, Judgment, and an Overall Rating). Candidates are rated Excellent, Average, or Unsatisfactory for each core standard. Comments can be entered for each core performance standard and a final comments field is available at the bottom of the page to enter any additional information.
6.	Select the appropriate rating for each Core Standard . Insert any comments desired.
7.	Select an overall rating for the candidate.
8.	Select the appropriate action i.e., 20 (Make Offer), 30 (Interview Further), 100 (Hold), 110 (Reject) .

9.	Enter any general comments into the Comments field
10.	When the evaluation is complete, click the Submit Form  option to route the evaluation to the hiring manager and/or recruiter. Note: The evaluation may be saved and modified at a later date prior to submission if desired.
11.	Click the Save  button.
12.	Click the OK  button.
13.	Congratulations! You have successfully entered an Interview Evaluation. End of Procedure.

View Interview Evaluation Summary

1.	Click the Manager Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Recruiting Activities Home  link.
4.	Click the View Interview Evaluation Summary  link.
5.	Click the Select Applicants  link.
6.	Click the Evaluation Summary  link.
7.	When finished, click the Return to Interview Evaluation Summary  link.
8.	When you are ready to select the candidate you would like to hire, click the Recommendation field and select option code 20 - Make an Offer . The Recruiter will be responsible for drafting the offer letter and contacting the applicant via telephone. When finished, click the Return to List of Requisitions  link.
9.	Click the Recruiting Activities Home  link. End of Procedure.